

## R10 InfoPage

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## Q&D - Office of Environmental Assessment - Environmental Characterization Unit - Records Disposition Schedules

| RECORD SERIES DESCRIPTION  | DISPOSITION   | NARA #   |
|--|---|--|
| <a href="#">Link to the common</a>   | <a href="#">Link to your full printable</a>   |  |
| <a href="#">Housekeeping Schedules</a>   | <a href="#">OEA - ECU</a>   |  |
| not included in this table   | <a href="#">File Plan Spreadsheet</a>   |  |
| <p><b>CONTROLLED &amp; MAJOR CORRESPONDENCE:</b><br/>Includes signed controlled and major correspondence. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of the responses, and enclosures. Also includes indexes to the correspondence.<br/><b>Item b:</b> Other federal employees</p> <p><b>Function:</b> 404-141-02-01141</p>   | <p><b>Item b:Disposable</b><br/>Close inactive records at end of year.<br/>Destroy 10 years after file closure.</p>   | <p>N1-412-06-10</p> <p><b>Status:</b> Final, 2/28/2011</p> |
| <p><b>FINAL DELIVERABLES AND REPORTS:</b> Consists of final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Also includes final reports resulting from special studies and surveys completed within the Agency.</p> <p><b>Item a(1):</b> Environmental programs, except Superfund site-specific - Nonelectronic<br/><b>Item a(2):</b> Environmental programs, except Superfund site-specific - Electronic<br/><b>Item a(3):</b> Environmental programs, except Superfund site-specific - Electronic copy of records transferred to the National Archives<br/><b>Item b:</b> Superfund site-specific<br/><b>Item c:</b> Non-environmental programs</p> <p><b>Function:</b> 305-109-01 258</p> | <p><b>Item a(1):Permanent</b><br/>Close inactive records upon completion of project.<br/>Transfer to the National Archives 20 years after file closure.</p> <p><b>Item a(2):Permanent</b><br/>Close inactive records upon completion of project.<br/>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p><b>Item a(3):Disposable</b><br/>Close file upon transfer to the National Archives.<br/>Delete after electronic record copy is successfully transferred to the National Archives.</p> <p><b>Item b:Disposable</b><br/>Close inactive records upon completion of project.<br/>Destroy 30 years after file closure.</p> <p><b>Item c:Disposable</b><br/>Close inactive records upon completion of project.<br/>Destroy 7 years after file closure.</p> | <p>N1-412-06-27</p> <p><b>Status:</b> Final, 2/28/2011</p> |

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| <p>applications, reports, approvals, and other actions relating to records that are disposable under NARA's General Records Schedules or an approved Agency records schedule.</p> <p><b>Item a:</b> Record copy</p> <p><b>Function:</b> 305-109 <b>089</b></p>   | <p>whichever is applicable.</p>  | <p>3/31/2014</p>   |
| <p><b>REGULATIONS, STANDARDS, &amp; GUIDELINES:</b><br/>Files contain information relating to the development, review, and approval of published and unpublished rules and regulations pursuant to environmental legislation passed by Congress. Records include drafts of proposed regulations and guidelines, the final regulations and guidelines, public and internal comments including concurring and dissenting opinions, OMB request for comments, hearing transcripts, meeting minutes, background documents and other technical support material generated during the process to develop and approve the regulation, standard, or guideline, along with current indexes of documents both included and cited as precedent. Files may include confidential business information or other information to which access is restricted</p> <p><b>Item a(1):</b> Published regulations, standards, and guidelines - Nonelectronic</p> <p><b>Item a(2):</b> Published regulations, standards, and guidelines - Electronic</p> <p><b>Item a(3):</b> Published regulations, standards, and guidelines - Electronic copy of records transferred to the National Archives</p> <p><b>Item b:</b> Unpublished regulations, standards, and guidelines</p> <p><b>Function:</b> 306-114 <b>149</b></p> | <p><b>Item a(1): Permanent</b><br/>Close inactive records upon promulgation of rule or approval of guideline.<br/><br/>Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.</p> <p><b>Item a(2): Permanent</b><br/>Close inactive records upon promulgation of rule or approval of guideline.<br/><br/>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p><b>Item a(3): Disposable</b><br/>Close file upon transfer to the National Archives.<br/><br/>Delete after electronic record copy is successfully transferred to the National Archives.</p> <p><b>Item b: Disposable</b><br/>Close inactive records upon decision to not publish the regulation, standard, or guideline.<br/><br/>Destroy 10 years after file closure. If record is microform, destroy paper after quality assurance is completed.</p> | <p>N1-412-07-2/6</p> <p><b>Status:</b> Final, 02/29/2008</p> |
| <p><b>REMOVAL RECORDS - SUPERFUND SITE-SPECIFIC:</b><br/>Includes site-specific records relating to emergency, time-critical and non time-critical removal activities conducted by EPA and non-EPA lead (e.g., PRP, state, federal facilities, other) entities. Specific types of records include correspondence, memoranda, work plans, quality assurance project plans (QAPPs) financial and technical progress reports, sampling and analysis data, pollution reports (POLREPs) statements of work and other site-specific contract documentation, and CERCLIS Superfund removal records. Also includes removal response files. Excludes: Removal actions conducted at remedial sites scheduled as EPA 014.</p> <p><b>Item a(1):</b> Record copy - Nonelectronic</p> <p><b>Item a(2):</b> Record copy - Electronic</p> <p><b>Item a(3):</b> Electronic copy of records transferred to the National Archives</p> <p><b>Function:</b> 108-024-01-01 <b>013</b></p>  | <p><b>Item a(1):Permanent</b><br/>Close inactive records at end of statute of limitations for initiation of cost recovery or when cost recovery settlement is reached, whichever is later.<br/><br/>Transfer to the National Archives 15 years after file closure.</p> <p><b>Item a(2):Permanent</b><br/>Close inactive records at end of statute of limitations for initiation of cost recovery or when cost recovery settlement is reached, whichever is later.<br/><br/>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p><b>Item a(3):Disposable</b><br/>Close file upon transfer to the National Archives.<br/><br/>Delete after electronic record copy is successfully transferred to the National Archives</p>   | <p>N1-412-06-13</p> <p><b>Status:</b> Final, 12/31/2010</p>  |

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| <p>programs. Includes analysis conducted through the Contract Laboratory Program (CLP), including sample results in the form of current files, purge files, and Sample Management Office (SMO) files. Regional lab records include in-house sampling. Supporting documentation includes document inventory form, data summaries, field sheets, chain of custody, data reports, analyst log books, sample logbooks, data sheets, correspondence, quality assurance and data validation files, quality control summaries, QC data logs and worksheets. Specific types of data packages will include Organic Routine Analytical Services (RAS), Inorganic RAS, Dioxin RAS, High Concentration (HC) and Special Analytical Services (SAS).<br/>Excludes: Superfund site-specific sampling and analytical data files scheduled as EPA 018.<br/><b>Item a:</b> Record copy</p> <p><b>Function:</b> 108-025 223</p>  | <p>Destroy 10 years after file closure.</p>   | <p>6/30/2009</p>  |
| <p><b>SAMPLING &amp; ANALYTICAL DATA FILES - SUPERFUND SITE SPECIFIC:</b> Records relate to chemical analysis services performed to support Superfund remedial and removal site-specific activities. Comprised of records created by laboratories, including through the Contract Laboratory Program (CLP). Contains sample results and supporting documentation including document inventory forms, data summaries, field sheets, chain of custody forms, data sheets and reports, analyst log books, sample logbooks, correspondence, quality assurance and data validation files, quality control summaries, QC data logs and worksheets. Specific types of data packages will include Organic Routine Analytical Services (RAS), Inorganic RAS, Dioxin RAS, High Concentration (HC) Sample Preparation (RAS), and Special Analytical Services (SAS).<br/><b>Item a:</b> Current files<br/><b>Item b:</b> Purge files</p> <p><b>Function:</b> 108-024-01 018</p> | <p><b>Item a: Disposable</b><br/>Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set.<br/><br/>Destroy when all cost recovery actions have been completed, or 30 years after file closure, whichever is sooner.</p> <p><b>Item b: Disposable</b><br/>Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set are completed.<br/><br/>Destroy 30 years after file closure.</p> | <p>N1-412-06-15</p> <p><b>Status:</b> Final, 2/28/2010</p>  |
| <p><b>SPECIAL STUDIES:</b> Contains supporting files relating to the development of special studies and surveys produced in house by individuals, committees or task forces. Examples of such studies include topics such as environmental levels of toxic substances, coastal zone management, or economic benefits and Impacts of pesticides. Excludes: Final studies and surveys scheduled as EPA 258 and management studies scheduled as EPA 105.<br/><b>Item a:</b> Record copy</p> <p><b>Function:</b> 108 005</p>  | <p><b>Item a: Disposable</b><br/>Close upon completion of study.<br/>Destroy 7 years after file closure.</p>  | <p>N1-412-07-1/1</p> <p><b>Status:</b> Final, 7/31/2010</p> |
| <p><b>WATER QUALITY PLANNING &amp; MANAGEMENT FILES:</b> Contains documents relating to water quality planning, management and implementation undertaken by EPA, states, interstate, regional and local agencies. Also includes documents dealing with nonpoint source implementation projects and information on projects such as reservoirs, and nuclear power plants which may affect water quality. Includes water quality management plans, water quality reports, TMDLs (Total Maximum Daily Loads), load allocation working papers, water quality models, correspondence and other related documents.<br/><b>Item a(1):</b> Final plans and annual and biennial reports - Nonelectronic<br/>Excludes: State 305(b) water quality reports</p>   | <p><b>Item a(1): Permanent</b><br/>Close inactive records at end of year.<br/>Transfer to the National Archives 10 years after file closure.</p> <p><b>Item a(2): Permanent</b><br/>Close inactive records at end of year.<br/>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p><b>Item a(3): Disposable</b></p>  | <p>N1-412-08-7/2</p> <p><b>Status:</b> Final, 2/28/2011</p> |

reports - Electronic  
Excludes: State 305(b) water quality reports submitted to Congress by the Headquarters Office of Water covered by EPA 429.

**Item a(3):** Final plans and annual and biennial reports - Electronic copy of records transferred to the National Archives

Excludes: State 305(b) water quality reports submitted to Congress by the Headquarters Office of Water covered by EPA 429.

**Item b:** Supporting files

**Function:** 108-025-02 213

**EPA NON-RECORDS:** Consists of nonrecord copies. Nonrecord materials are those Agency-owned informational materials that do not meet the statutory definition of records in 44 U.S.C. Section 3301 or that have been excluded from coverage by that definition.

Examples of Non-Records: Technical Reference Materials,  
News Clippings, Convenience Copies, Stocks of Forms, Publications, and Processed Documents, Materials Not Appropriate for Preservation, Library or Museum Materials, Working Papers and Drafts.

**Function:** 0 008

is successfully transferred to the National Archives.

**Item b: Disposable**

Close inactive records at end of year.

Destroy 10 years after file closure.

**Item a: Disposable**

Close when obsolete, superseded or no longer needed for reference.

Destroy immediately after file closure.

**NOT APPLICABLE**

**Status:** Final,  
02/12/2007

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